



Communications

TELECOMMUNICATION SERVICES MANAGEMENT FOR AIR FORCE RECRUITING SERVICE (AFRS) AND AIR FORCE RESERVE OFFICERS TRAINING CORP (AFROTC)

This instruction implements AFRPD 33-1, *Air Force Command, Control, Communications, and Computer (C4) Systems*. It outlines the amount and types of communications equipment and services authorized for use by AFRS and AFROTC. It provides guidelines, standards, and procedures for obtaining, managing, and using authorized leased and government-provided communications services. It applies to AFRS squadrons and AFROTC detachments responsible for obtaining their own local and long distance telephone service.

Send comments on AF Form 847, **Recommendation for Change of Publication**, through channels, to Headquarters, Air Education and Training Command, Commercial Communications Acquisition Section (HQ AETC/SCYC), 61 Main Circle, Suite 3, Randolph AFB, TX 78150-4546.

SUMMARY OF REVISIONS

Revises the management practices for AFRS and AFROTC telecommunication services. Reflects changes in procedures resulting from organizational restructures.

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Section A--Guidance on Telephone Services

1. Applicability and Scope. Offices often order their own local telephone service for off-base sites without host base communications support. Locations obtaining communications services from the host base communications unit will comply with host base directives. Procedures in AFI 33-111, *Telephone Systems Management*, for obtaining and managing leased telephone and telephone-related services apply.

Procedures AFI 33-101, *Command, Control, Communications, and Computer (C4) Systems Management Guidance and Responsibilities*, for identifying new communication requirements apply.

2. Supplements. AFROTC and AFRS may supplement this instruction to provide further communications-computer systems guidelines. Coordinate supplements with HQ AETC/SCYC prior to publication. This also applies to AFROTC and AFRS subordinate units.

3. Glossary. Attachment 1 contains a glossary of references, abbreviations, acronyms, and terms.

4. Communication Services. Telephone service for a government office requires a signed contract (agreement) between a government contracting officer and the telephone company representative. Public Law requires anything that obligates government tax dollars to be accountable in writing. In this case, accountability is in the form of a contract and all transactions (work orders, telephone bills, payments, etc.) with the telephone company. See paragraph 5 for a list of commonly used forms for communications services

5. Forms Used for Communications Services:

5.1. DD Form 428, Communication Service Authorization. This form is a contract for regulated telephone services. The state public utility commission (PUC) regulates (controls and approves) the cost and type of this local telephone service. The communication service authorization (CSA) allows a government office to lease regulated services from the local telephone company. The form contains a description of services. It lists the service by a telephone service code (for example, uniform standard ordering code [USOC]) and sets a dollar limit for both the monthly recurring and nonrecurring charges. Monthly recurring charges usually remain the same each month. Nonrecurring charges are one-time charges for services such as installations and relocations. The contracting office at Tinker AFB (38LS/LGCX) is responsible for issuing and making changes to these contracts upon receipt of a validated request (that is, AF Form 1218, **Request for Communications Service**). **NOTE:** DD Form 1155, **Order for Supplies or Services**, may be used by the contracting office in place of DD Form 428

5.2. AF Form 1218, Request for Communications Service. This form is a request for a new CSA or a change to an existing CSA. This includes deleting a CSA and (or) adding new requirements to existing service. It may request an increase or decrease to the quantity of an item or to the authorized dollar amount on a CSA. An address change for an office or a billing address to another town or city will also require submission of AF Form 1218. Notify only the telephone company for changes involving street addresses in the same town or city. (See attachment 2 for a sample AF Form 1218 and instructions for completing it)

5.3. DD Form 1367, Commercial Communication Work Order. This form is a telephone work order. It is a request to the telephone company for ordering and changing services. It references the CSA that authorizes the applicable services. (See attachment 3 for a sample

DD Form 1367.)

5.4. AETC Form 1392, Summary of Installed Equipment and Services. This form is a record of all services installed (by office location, quantity, and tariff rate (cost) per item), and a summary total of monthly recurring charges. The completed form is an inventory of all present services under one CSA, which verifies monthly recurring charges on the telephone bill. (See attachment 4 for a sample AETC Form 1392 and instructions for completing it.)

5.5. AETC Form 1393, Telephone Work Order Log. This form is a record of all telephone work orders (DD Forms 1367) submitted to the telephone company. This information validates nonrecurring charges for installations and disconnects against the telephone bill. (See attachment 5 for a sample AETC Form 1393 and instructions for completing it)

5.6. AF Form 9, Request For Purchase. This form is for purchasing services and equipment through the local contracting squadron when the equipment is not available through base supply.

5.7. AETC Form 1308, Verification of Long Distance Telephone Calls. This form is for validation and justification of sampled toll calls that exceed specified dollar amounts and were made after working hours. It also identifies unofficial calls. (See attachment 6 for a sample AETC Form 1308 and instructions for completing it)

5.8. SF 1034, Public Voucher for Purchases and Services Other Than Personal. This form allows for payment of the telephone bill through an accounting and finance office. The host accounting and finance office may substitute a letter for the SF 1034. In this case, follow base guidance in processing your payment request. (See attachment 7 for a sample SF 1034.)

5.9. DD Form 1131, Cash Collection Voucher. This form is used for the payment of unofficial calls (that is, personal calls) by the responsible caller.

6. Telephone Service Procedures. Organizations must limit services to the amount necessary to accomplish the mission as follows:

6.1. Consider economy and availability of funds before submitting communications requests.

6.2. When developing communications requirements, consider available telecommunications service, such as the Defense Switched Network (DSN) and local and long distance commercial service

6.3. Keep records of all communications-related documents up to date. This includes applicable documents such as AF Form 1218, DD Form 428, AETC Form 1392, and AETC Form 1393, AF Form 9, and forms for ordering FTS2000 services.

6.4. Allow station-to-station collect calls from applicants and avoid operator-assisted calls and person-to-person collect calls.

Section B--Long Distance Service

7. General Instructions. Consider the available types of long distance service for cost-effectiveness in meeting mission requirements. The only long distance service paid for by the government is for official calls by authorized and approved users.

8. Types of Long Distance Service:

8.1. Defense Switched Network (DSN). This is a telephone system used by DoD subscribers to call military and other federal government agencies. DSN is mainly for command and control functions on a government installation.

8.2. Direct Distance Dialing (DDD). This is a Dial 1 long distance service without the aid of an operator. The telephone company that provides this type of long distance service is the primary interexchange carrier (PIC).

8.3. Federal Telecommunications System 2000 (FTS2000). This is long distance telephone service on a General Services Administration (GSA) contract for calling in the continental United States (CONUS). Congress mandates the use of FTS2000 when DSN is not available or does not meet other long distance requirements. FTS2000 provides the following services:

8.3.1. FTS2000 Switched Voice Service. This is long distance service made through a government switchboard operator to other military and federal government agencies.

8.3.2. FTS2000 Virtual On-Net (VON) Service. This is dial 1 long distance service for CONUS calls through FTS2000 network. Congress mandates FTS2000 be selected as the PIC for off-base DoD locations.

8.3.3. FTS2000 Calling Card. This federal calling card provides an authorization code to place long distance calls within the CONUS through the FTS2000 network.

8.4. International Switched Voice Services (ISVS) Calling Card. This international calling card provides

an authorization code for placing long distance international calls. This service is not part of FTS2000.

Section C--AFRS Responsibilities

9. Units. AFRS units located on military installations will attempt to obtain commercial communications services from their host base before submitting requirements through AFRS/RSSLL to HQ AETC/SCYC. Off-base recruiting offices located in federal buildings serviced by GSA's consolidated system will use GSA-provided local service. AFRS units located within a Defense Metropolitan Area Telephone System (DMATS) region will obtain telephone services, including access to commercial service, from the DMATS manager unless specifically exempted. Other AFRS units not located on military installations will obtain commercial communications through AFRS/RSSLL to HQ AETC/SCYC.

10. Squadron Commanders. Each recruiting squadron commander is responsible for ensuring that all activities within the squadron comply with this instruction and AFI 33-111.

11. Telephone Control Officers (TCO) and Alternate TCOs. Each squadron support flight commander and liaison noncommissioned officer (LNCO) will serve as the TCO and alternate TCO, respectively. They must ensure compliance with the following telephone guidelines:

11.1. Verify installed commercial communication equipment and services authorized by this instruction are accurately listed on the telephone bill.

11.2. Read the CSA to understand the authorizations in the description of services and the contract requirements under special provisions.

11.3. Verify installed commercial communication equipment and services do not exceed limits of the applicable CSA (that is, DD Form 428) and (or) AF Form 9.

11.4. Monitor CSAs to ensure maximum limit quantities are adequate and meet future anticipated requirements.

11.5. Maintain a complete file of CSAs, AF Forms 1218, and AF Forms 9 for leased commercial communications at the squadron headquarters.

11.6. Verify communication waivers are approved before requesting communications that exceed those authorized by this instruction.

11.7. Maintain a copy of the annual waiver review with copies of approved waivers.

11.8. Ensure calling cardholders comply with AFI 33-111, paragraph 6, and keep cardholders' signed statements on file.

11.9. Date stamp telephone bills upon receipt from the telephone company and process them promptly for payment.

11.10. Analyze telephone bills and call detail records (CDR) to identify trends in usage and questionable calls.

11.11. Ensure long distance calls are validated and certified by the TCO prior to payment. Long distance calls originating from squadron headquarters and military entrance processing stations (MEPS) located on a military installation do not require written justification unless required by host base publications.

11.12. Furnish a list of individuals making unofficial telephone calls to accounting and finance for collection. Include caller's name, social security number, unit of assignment, date of call, city and number called, amount owed, and telephone billing data.

12. Assistant TCO. The flight supervisor, military liaison supervisor (MLS), and flight commander will serve as assistant TCOs. Assistant TCOs will

12.1. Ensure telephone bills received are for offices under their jurisdiction.

12.2. Ensure the toll portion of the telephone bill is validated.

12.3. Identify unofficial calls to the squadron TCO.

12.4. Reconcile questionable charges with the telephone company.

12.5. Forward telephone service requests, billing discrepancies, and unresolved trouble calls to the squadron TCO.

12.6. Forward the telephone bill with AETC Form 1308, **Verification of Long Distance Telephone Calls**, within 5 workdays after receipt from the telephone company or TCO.

12.7. Turn in government-owned communications equipment to the logistics section when no longer needed.

13. Calling Card Holders. Record calling card calls on

an AF Form 1072, **Authorized Long Distance Telephone Calls**. Submit this form monthly to the TCO. The procedures for using calling cards (that is, credit cards, including International Switched Voice Services [ISVS]) is described in AFI 33-111, paragraphs 6.2 and 6.4.

Section D--AFRS Guidelines and Procedures

14. Requesting Local Telephone Service. The first step in obtaining local services is to have a contract in place and understand this contract. The contract for local regulated service is a CSA (DD Form 428), which will authorize a list of specific services and the allowable dollar amount (maximum limit). The established quantities of items and the monetary amounts set the limit for authorized services. If a new CSA is needed, use AF Form 1218 to request this local service. AF Form 1218 may also be used to request an increase or change to the limits in the CSA.

15. Establishing or Changing a CSA. The requesting organization will submit an original AF Form 1218 to HQ AFRS/RSSLL for coordination. HQ AFRS/RSSLL will forward the form to HQ AETC/SCYC for approval or disapproval. HQ AETC/SCYC will forward the approved AF Form 1218 to the contracting office. The contracting office will initiate or modify the CSA. The contracting office will send a new CSA or modification of an existing CSA to the squadron.

16. Ordering Services Through the Local Telephone Company. Submit DD Form 1367 to order services and equipment from the local telephone company. File a copy of the DD Form 1367 and annotate the work order on AETC Form 1393.

17. Maintaining Inventory. Use AETC Form 1392 or an equivalent computer product to record all services for each CSA. Enter each office location, service installed, quantity, current unit tariff rate, and a sum total of monthly recurring charges. When the tariff rate changes, submit AF Form 1218 to ensure changes to CSA rates and annotate these changes on this inventory. Destroy AETC Form 1392 six months after service is discontinued.

18. Recording Telephone Work Orders. Use AETC Form 1393 or an equivalent computer product to record each DD Form 1367 submitted to the telephone company. Validate all installation and disconnection charges with these records to ensure payment is due. Destroy AETC Form 1393 six months after service is discontinued.

19. Requesting Long Distance Service

19.1. CONUS Long Distance Service. The requester will submit an FTS2000 switched voice service request form to HQ AFRS/RSSLL for validation. (See attachment 8 for a sample form and instructions on completing it.) HQ AFRS/RSSLL will submit validated requests to HQ AETC/SCYC for further processing.

19.2. Calling Cards for CONUS Calls. Off-base recruiting personnel will prepare and submit an FTS2000 service request form for CONUS federal calling cards through HQ AFRS/RSSLL for validation to HQ AETC/SCYC for approval and processing. (See attachment 9 for a sample form and instructions for completing it.) On-base recruiting locations will obtain calling cards from their host base communications-computer systems office. On-base recruiting personnel will prepare and submit a requirements document to the host base communications unit for approval. Squadrons obtaining calling cards from the host base communications-computer systems officer must comply with host basedirectives.

19.3. International Long Distance Service. ISVS calling cards will allow international long distance calling. The requester must submit a requirements document for this service to HQ AFRS/RSSLL for validation. HQ AFRS/RSSLL will submit a validated requirements document for on-base locations to the host base communications squadron for approval. The communications squadron will submit an approved requirements document with feeder request for service (RFS) to HQ AETC/SCYC for processing. For off-base locations, HQ AFRS/RSSLL will forward a validated requirements document to HQ AETC/SCYC for approval and processing.

Section E--Telecommunication Equipment for AFRS

20. Who is Authorized Equipment? Authorized manning will determine telecommunication equipment authorizations.

20.1. Squadron authorizations are as follows:

20.1.1. One telephone instrument for each position authorized on the unit manning document (UMD).

20.1.2. One telephone main line for two authorized personnel on the UMD with an exception for off-base recruiting offices in paragraph 20.2.

20.1.3. One communication line for on-line Procurement Management Information System (PROMIS) computer terminal per location (for example, squadron, recruiting office).

20.1.4. A hands-free speaker phone for the squadron commander.

20.2. Authorized telephone lines for off-base (storefront) recruiting offices are as follows:

Authorized Recruiters (AETCI 38-201)	No. of Telephone Lines	No. of Telephone Extensions	No. of PROMIS Lines
1	1	0	1
2	2	0	1
3	2	1	1
4	2	2	1
5	3	2	1
6	3	3	1
7	4	3	1
8	4	4	1
9	5	4	1
10	5	5	1

20.3. Each flight supervisor and secretary are authorized a main line.

20.4. Each health professional and Officer Training School (OTS) recruiter is authorized a telephone main line.

20.5. MEPS LNCOs are authorized the same telephone equipment as recruiting offices.

21. Special Features. Authorized related special features are as follows:

21.1. "Call waiting" is authorized at one-person recruiting offices with the written approval of the support flight commander. "Call waiting" for other than one-person recruiting offices requires a waiver from HQ AFRS/RSSLL.

21.2. Touch-tone service is authorized.

21.3. Telephone answering devices are authorized if available within the squadron's resources. Telephone answering devices will not be purchased specifically for itinerary stops without approval.

22. Itinerary Office. One main line and instrument are authorized at an itinerary office if the following criteria are met:

22.1. The itinerary office is manned a minimum of 16 hours each week.

22.2. Security is provided for all installed equipment. As a minimum, a locked office door is considered adequate security.

22.3. Funds are available for both recurring and nonrecurring costs.

23. Approval for New Purchases. HQ AFRS/RSSLL may validate and approve new purchases up to \$1,000 for off-base telephone equipment. Purchases over \$1,000 require validation by HQ AFRS/RSSLL and approval by HQ AETC/SCYC. Prior to obtaining equipment for offices on a military installation, validate and coordinate this requirement with the local communications unit. Purchase equipment through the host base contracting office, using an AF Form 9 or equivalent when the equipment cannot be purchased through base supply.

24. Waiver Requests.

24.1. When the authorizations in this instruction are not adequate to meet mission requirements, the squadron TCO may request a waiver through HQ AFRS/RSSLL for validation or approval. Special features and items not specifically authorized by this instruction require HQ AETC/SCYC approval. As a minimum, waiver requests must include:

24.1.1. A detailed justification to include why authorizations in this instruction are not adequate to meet requirements. Provide copies of floor plans when the waiver concerns space layout.

24.1.2. Length of time for waiver.

24.1.3. Recurring and nonrecurring charges and any anticipated offsetting savings.

24.1.4. An availability or certification of funds statement.

24.2. When approved waivers are no longer required, destroy them 6 months after service is discontinued. Maintain approved waivers in the active waiver review file.

25. Annual Communications Waiver Review. Review approved waivers each April to determine necessity and cost-effectiveness with regard to mission accomplishment and funds availability. Each squadron TCO or alternate TCO with communications waivers will report the status of their waivers to HQ AFRS/RSSLL by 1 May. This report has two parts:

25.1. Part one contains current waivers by office designation, address, date approved, and type of services and (or) equipment approved by waiver. Ensure all communications, including long distance services at the itinerary stops, are in the review.

25.2. Part two contains waivers that are no longer needed, office designation, address, date approved, and date services were terminated or the reason why the waiver is no longer required.

NOTE: The requirement in this paragraph is exempt from licensing according to paragraph 2.11.12 of AFI 37-124, *The Information Collections and Reports Management Program*.

Section F--Telephone Billing Procedures for AFRS

26. Third Party Calls. These are calls placed through the commercial telephone operator and billed to recruiting office telephone numbers. This includes person-to-person collect calls. Official calls made from a recruiter's residence will be direct dialed to reduce cost. This type of official call may be claimed for reimbursement.

27. Bill Verification, Payment, and Filing. Follow the guidelines in AFI 33-111, section G, for bill verification, payment, and filing procedures.

27.1. **Commercial Telephone Bills.** The telephone company mails bills directly to the squadron TCO's office for recruiting offices under his or her jurisdiction. The TCO may change the billing address and consolidate commercial telephone bills to eliminate late payment charges. Also to avoid late payment, the TCO may pay a portion of the bill according to AFI 33-111, paragraph 25.3. On receipt of a bill, the TCO or assistant TCO will:

27.1.1. Date stamp the bill and all copies that reflect the total amount due on receipt.

27.1.2. Separate the local telephone bill by nonrecurring charges, recurring charges, and long distance charges.

27.1.3. Verify monthly recurring charges against AETC Form 1392.

27.1.4. Verify nonrecurring charges against AETC Form 1393.

27.1.5. Compare recurring and nonrecurring charges with those authorized on the corresponding authorization document (DD Form 428).

27.1.6. Verify fractional charges and credits on monthly rates for service started or discontinued.

27.1.7. Use either judgmental sampling or 100 percent verification for toll charges. For judgmental sampling, randomly select a minimum of 10 percent of the toll calls. If all these calls are verified as official, the toll

portion of the bill may be certified for payment. Further verification is required if an unofficial call or calls are found on the bill.

27.1.8. Use AETC Form 1308 to validate and justify sampled toll calls that exceed \$4 or are made during the local hours of 2200 to 0500. Ensure calls from recruiting offices to locations outside the squadron boundaries are kept to a minimum.

27.1.9. Use AETC Form 1308 to identify unofficial calls.

27.1.10. Provide a list of individuals responsible for unofficial calls to accounting and finance.

27.1.11. File AETC Form 1308 with toll portion of commercial bill and retain this portion for 1 year.

27.1.12. Attempt to reconcile any questionable charges with the telephone company prior to payment.

27.1.13. Ensure a vouchered SF 1034 (attachment 7) is prepared and submitted for payment by the financial services office (FSO) not later than 6 workdays before the due date. The host base may request a letter in place of SF 1034.

27.1.14. On receipt of a vouchered SF 1034 from accounting and finance, ensure a copy is sent to the contracting office that issued the contract.

27.1.15. File a copy of the bill and supporting documents, excluding toll portion, with the SF 1034 for 3 years.

27.2. **FTS 2000.** On receipt of a CDR, the TCO or assistant TCO will:

27.2.1. Verify the long distance calls, using either judgmental sampling or 100 percent verification for toll charges.

27.2.2. Verify charges in the Cost and Obligation Report including CDR charges for the previous month.

27.2.3. Validate and justify sampled toll calls that exceed \$4 or are made during the local hours of 2200 to 0500. Ensure calls from recruiting offices to location outside the squadron boundaries are kept to a minimum.

27.2.4. Identify unofficial calls.

27.2.5. Provide accounting and finance a list of individuals responsible for unofficial calls

27.2.6. Within 7 days of receipt of the Cost and Obligation Report, notify HQ AETC/SCYC (through HQ AFRS/RSSLL) of any billing discrepancies equal or greater than \$1,000 for possible bill adjustment

27.2.7. Follow host accounting and finance procedures for bill payment and procedures.

Section G--AFROTC Guidelines

28. Detachment Commander Responsibilities:

28.1. Ensure the host institution provides communications services to the Department of Aerospace Studies on the same basis they are provided to other departments within the institution.

28.2. Obtain adequate, cost-effective telephone service.

28.3. Appoint a TCO at each unit receiving telephone funds from AFROTC.

28.4. Document the TCO appointment in the unit additional duty roster.

29. TCO Responsibilities:

29.1. Verify all telephone bills prior to payment.

29.2. Verify long distance toll charges with AF Form 1072 or a host-institution equivalent.

29.3. Ensure only authorized, official calls made by unit personnel are paid for with AFROTC funds.

30. Requesting University Telephone Service. Arrange for new or changed telephone services with the school telecommunications office and (or) comptroller (that is, the normal agency for telephone matters). When Air Force funding is required, use a requirements document to request and justify the change with a funded AF Form 9. Submit both forms to HQ AFROTC/SC for processing. Only designated personnel at HQ AFROTC may approve services that obligate Air Force funds.

31. Requesting Long Distance Service. If the university cannot meet long distance requirements and AFROTC funds are available, the following services may be an option:

31.1. **CONUS Long Distance Service.** The requester will submit an FTS2000 service request form (attachment 8) to HQ AFROTC/SC for validation. HQ AFROTC/SC will submit validated requests to HQ AETC/SCYC for further processing.

31.2. Calling Cards for CONUS Calls. Off-base AFROTC personnel will prepare and submit an FTS2000 service request form (attachment 9) for CONUS federal calling cards to HQ AFROTC/SC for validation and HQ AETC/SCYC for approval and processing. On-base AFROTC locations will obtain calling cards from their host base communications unit. On-base AFROTC personnel will prepare and submit a requirements documents to HQ AFROTC/SC for validation. HQ AFROTC/SC will submit a validated requirement to the host base communications unit. The communications squadron will submit an approved requirement as a feeder RFS to HQ AETC/SCYC for processing. Squadrons obtaining calling cards from the host communications unit must comply with host base policies.

31.3. Calling Card for International Long Distance Service. The requester will submit a requirements document to HQ AFROTC/SC for validation. HQ AFROTC/SC will submit a requirements document for on-base locations to the host base communications unit for approval. The communications unit will submit a feeder RFS to HQ AETC/SCYC for processing. For off-base locations, HQ AFROTC/SC will forward a validated requirements document to HQ AETC/SCYC for approval and processing. The ISVS calling card will provide international long distance service.

32. Telecommunications Service Authorizations

32.1. The host institution and availability of AFROTC funding will determine detachment authorizations for equipment and services as follows:

32.1.1. One telephone per assigned military position.

32.1.2. One telephone for a secretarial position with a maximum of two commercial telephone lines.

32.1.3. Touch-tone service.

32.1.4. A speaker phone for the unit commander.

32.1.5. A telephone answering machine, if a requirement exists.

32.2. Discretionary changes that may increase the overall cost must be approved in writing by HQ AFROTC/SC prior to making the changes.

33. Unofficial Calls

33.1. **Usage.** Unofficial calls include personal calls. Unit personnel may use AFROTC-funded telephones for unofficial calls if all the following apply:

33.1.1. The call is concerning an emergency situation.

33.1.2. The call does not adversely affect the performance of official duties.

33.1.3. The government does not incur long-distance toll charges.

33.2. Reimbursement of Unofficial Calls. Detachment commanders have the authority to allow the emergency use of an official phone to place an unofficial toll call. The individual responsible for an unofficial call charge will reimburse AFROTC or the host institution, as appropriate. The individual will submit a letter of explanation to HQ AFROTC/SC and will include a check for the full amount made out to the Defense Accounting Office at Maxwell AFB. For AFROTC-funded calls, annotate the call on an AF Form 1072 and follow the guidance in paragraph 36.

34. Toll Free Telephone Service. An "800" toll free telephone number to HQ AFROTC, Maxwell AFB, is available primarily for those detachments, admissions counselors, and AFROTC liaison officers with only commercial telephone access. There is no requirement to log toll free calls. Each call is billed separately based on the length of the call and the distance between the caller and HQ AFROTC. Use this or any commercial toll service to reach HQ AFROTC only when circumstances clearly support the cost of such calls. Limit the duration of these calls. An "800" toll free number for units is not authorized unless totally funded by host institutions.

35. Funding Approval for University Telecommunication Services

35.1. The university normally pays the cost for this service. However, if local institutional policies require departmental reimbursement, prepare and forward AF Form 9 to HQ AFROTC/SC for funding approval and processing. When the AF Form 9 is completed by HQ AFROTC/SC, route it to the host base contracting officer to establish a contract with the university. (Only a contracting officer can establish a contractual agreement obligating Air Force funds.)

35.2. If services need to continue to the next fiscal year, submit an advanced acquisition AF Form 9 to HQ AFROTC/SC in time to meet host base submission requirements (but not later than 15 June of the current fiscal year). Use historical data and any known changes in required support (for example, addition or reduction of personnel, change in telephone rates, etc.) to estimate future needs.

35.3. All requests for increased funding must include a

justification from the unit commander. If the funding is for telephone equipment, commercial business lines, or long distance service normally provided by host institutions, the unit commander must describe the level of telephone support provided to all departments and all funds provided by the host school by category or type of expense. Evaluate each requirement for communications-computer systems separately for costeffectiveness.

36. Bill Verification and Payment. The local telephone company may bill detachments for local service, message units (if applicable), and long distance tolls. The institution may bill the detachment for long distance calls and (or) a prorata share of long distance costs when the

telephone contract provides for this service. In all cases, the detachment TCO will verify the accuracy of bill with the completed AF Form 1072 or equivalent. The TCO will ensure the costs do not exceed the limits of the CSA or AF Form 9. The TCO will certify the charges by submitting an AF Form 649, **Verification of Long Distance Telephone Calls**, and an SF 1034 with the invoice to the host base communications unit. The host base communications unit billing clerk will compare and forward the voucher and invoice to the authorized CSA or AF Form 9 and send them to the base accounting and finance office for payment. One-time installation charges and monthly line service charges will use AFROTC fund citation "EEIC 492." Toll charges will use "EEIC 495."

ANTHONY W. BELL, J., Colonel, USAF
Director of Communications-Computer Systems

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

References

AFI 33-111, *Telephone Systems Management*

AFI 33-101, *Command, Control, Communications, and Computer (C4) Systems Management Guidance and Responsibilities*

AETCI 38-201, *Air Force Recruiting Service Operational Organization* (previously AETCR 23-3)

Abbreviations and Acronyms

AFROTC	Air Force Reserve Officers Training Corp
AFRS	Air Force Recruiting Service
CDR	call detail record
CSA	communications service authorization
DDD	direct distance dialing
DMATS	Defense Metropolitan Area Telephone System
DSN	Defense Switched Network
FSO	financial services office
FTS2000	Federal Telecommunications System 2000
GSA	General Services Administration
ISVS	International Switched Voice Service
LNCO	liaison noncommissioned officer
MEPS	military entrance processing stations
MLS	military liaison supervisor
PIC	primary interexchange carrier
PROMIS	Procurement Management Information System
PUC	Public Utility Commission
RFS	request for service
TCO	telephone control officer
VON	virtual on-net
UMD	unit manning document
USOC	uniform standard ordering code

Terms

Access charge--The long distance carrier must pay this fee to the local telephone company for the use of local lines connecting the customer to long distance service.

Access code--A digit or number of digits is required to access local or long distance service. For example, a two-digit code (for example, 88) may be used for DSN access and a 14-digit access code is often used with a calling card.

Call detail record (CDR)--This AT&T report itemizes all long distance telephone calls provided by the FTS2000 network. The CDR is not a bill; it is used for the verification of long distance calls.

Defense Metropolitan Area Telephone Systems (DMATS)--DMATS provides telephone service to DoD components through a single manager. A DMATS region covers a 30-mile minimum radius from the center of a metropolitan area where several DoD components are located. DMATS is available in the Dayton OH, St Louis MO, and Boston MA, areas.

Federal Telecommunications System 2000 (FTS2000)--Congress mandated a GSA contract for long distance telephone service through this system for the CONUS.

Flat-rate service--This is a fixed monthly rate for each business line with no additional cost for local calls.

Hands-free speaker phone--This device permits two-way telephone conversation without removing the handset from the instrument's cradle.

Intralata calls--These calls remain in one geographical area known as a local access and transport area (LATA). Long distance calls made within the LATA are known as intralata calls.

Interlata calls--These calls are made across different LATA boundaries. Long distance calls made between two or more LATAs are known as interlata calls.

Key telephone instrument--This telephone can handle two or more lines and may be equipped with key illumination, hold feature, and intercom.

Local access and transport area (LATA)--This geographical area is similar to one for area codes with different boundaries. The LATA identifies the area of responsibility for intralata service (that is, within the LATA) which includes local service. The local telephone company can provide local service (dial tone) and intralata calling.

Local exchange carrier (LEC)--This local telephone company or any communication carrier that provides the user with local service and access to long distance services.

Message units--These are fixed monthly charges for each business line, with the customer paying a fee for each call made. Use of this type of service is time and distance sensitive. A telephone call made within a city may expend one message unit, while the same call made to a nearby town may take four message units. This type of service is normally not used in offices placing a large number of outgoing call, but could be cost-effective in an itinerary office.

Primary interexchange carrier (PIC)--This is the long distance company that provides long distance service when dialing 1 plus. Examples of long distance providers for PIC are FTS2000, AT&T, MCI, and Sprint.

Special features--These services are not normally provided with regular telephone service and do incur additional charges. Examples are "call waiting," "speed dialing," and "call forwarding."

Telephone call director--These telephone instruments are used to consolidate telephone numbers on one telephone instrument assigned to an organization. These instruments are normally located at central answering positions or in the commander's office.

Telephone control officer (TCO)--This person is responsible for proper management and control of the telephone service for the unit. The TCO is also responsible for related functions such as data transmissions and facsimile.

Telephone extension--This is an additional telephone that a telephone number also appears on.

Telephone main line--Each telephone number is a telephone main line. For example, 652-1234, 652-1235, and 652-1236 are three main lines.

Uniform standard ordering code (USOC)--This information is in coded form for billing purposes by the telephone company. It pertains to information on service orders and service equipment records. For example, TTB may represent touch-tone service and 1FB may represent a commercial business line. In most cases, these codes differ from one company to another.

University telephone system--This small telephone exchange provides access to all university telephones and direct-dial access to local area telephone numbers. Some universities can also provide long distance service through this system.

HOW TO COMPLETE AF FORM 1218 REQUEST FOR COMMUNICATIONS SERVICE

NOTE: These instructions tell how to fill out AF Form 1218 to establish a new CSA (see sample on figure A2.1) and to increase, decrease, or delete a CSA (see sample on figure A2.2).

<i>Section</i>	<i>Block Title or Number</i>	<i>Entry/Comments</i>
	Date	Date form prepared.
	Request No.	Locally assigned control numbers (for example, F01755350004) will be designated by 12 digits as follows: Digit 1 through 4 will designate the location and are assigned by the contracting office <u>F01755350004</u> . Digit 5 is the last digit of the calendar year (F0175 <u>2</u> 350004). Digits 6 through 8 indicate the Julian date (F0175 <u>23</u> 50004). Digits 9 through 12 (with 0001 through 9999) indicate the fiscal year (F017523 <u>5</u> 0004). Do not use the same number for different CSAs within your unit.
	To	As shown on sample form
	From	Initiating agency's address, including zip code and point of contact (POC) with commercial phone number
Initiating Agency's Procurement Data	1	Telephone company's name and telephone number
	2	Enter either "new" or "change." Either change (add, delete, increase, or decrease) an existing CSA or request a new one.
	3	Authorization reflected on existing CSA (DD Form 428) in blocks 1 and 2. If this is for a new CSA, leave this block blank
	4	Telephone billing number for changes to existing service. If the telephone billing number is unknown or the service requested is new, leave blank. If there is more than one location or telephone number, enter "See block 8" or "See attachment."
	5	For a new CSA with more than one location, indicate "See block 8" or "See attachment." If there is a change to an existing CSA affecting more than one location, indicate "See referenced CSA." Use AFRO designators when changes do not affect all locations.
	6	Express the desired effective date as day, month, and year. Allow at least 30 days for normal processing.
	7	Use applicable fund citation for recurring and nonrecurring charges.
Services Requested	8A	Use the existing item number for a change to a like item on an existing CSA. If there is no like item on the existing CSA, insert

the next available contract like item number. When there is no known existing CSA, number items consecutively.

	8B	Indicate the nomenclature or a brief description of service
	8C	Include the telephone service code
	8D	List the new quantity if applicable
	8E	Include an increase or decrease of total nonrecurring charges not to be exceeded per fiscal year.
	8F	Use an asterisk to represent authorization at the rate for that particular location.
	8G	Include an increase or decrease of total monthly recurring charges.
	9	Self-explanatory
	10	Date facilities will be available if item 9 is marked "Programmed."
	11	A requirements document number is not required unless it is a requirement by the host base. Use a detailed justification for changes that incur an additional cost. Indicate "Service is no longer needed for removals and disconnects. The signature block should contain the signature of the squadron commander or support flight commander.
Coordination Section	12	Local command coordination to include signatures of SQ/RSRF, SQ/RSRI, and SQ/RSR. Funds must be certified by the accounting and finance office. Send to HQ AFRS/RSSLL for coordination, then to HQ AETC/SCYC. HQ AFRS/RSSLL will forward to HQ AETC/SCYC for approval.
	13	Indicate "See Locations of Services" if there is more than one new location that will receive bills for verification and preparation. Otherwise, include the title and address of the organization. "Reference CSA" may be cited for existing locations. Use "Referenced CSA" if there is more than one existing location and a contract line item for each applicable location is used.
	14	Enter the office symbol and address of the disbursing accounting and finance office. Include the signature of the disbursing office representative.
Approving Agency's Comments	15	Leave blank. This will be filled out by HQ AETC/SCYC.

REQUEST FOR COMMUNICATIONS SERVICE				DATE: 15 Aug 95		REQUEST NO: F01752310005	
TO: (Include ZIP Code) HQ AETC/SCYC 61 Main Circle, Suite 3 Randolph AFB, TX 78150-4545				FROM: (Name, Telephone No, Base or Organization; Include ZIP Code) 317th RCS/RSRL 1632 Colorado Ave Andrews AFB, MD 20331-6111 POC: SrA Addison (301) 981-5407			
INITIATING AGENCY'S PROCUREMENT DATA							
1. SERVICE BY: (Name and address of Commercial Company) New Telephone of MD (703) 974-2065				2. TYPE ACTION: New		3. DCA/CSA REF NO:	
4. TELEPHONE/BILL NO:						6. DATE SERVICES REQUESTED OR EFFECTIVE DATE: 15 Sep 95	
5. LOCATION OF SERVICES: (Describe System or Service) See Block 8							
7. FUNDS CERTIFICATION: (Recurring and Nonrecurring for which balances are sufficient to cover cost and funds have been committed)							
5753400 305 646V R619700 03 49252 503700 (Recurring: Services and Installations)							
5753400 305 646V R619700 03 49552 503700 (Nonrecurring: Tolls only)							
8. SERVICES REQUESTED (List Items and estimated cost obtained from commercial company)							
ITEM A	DESCRIPTION B	USOC C	NUMBER D	NON-RECURRING CHARGE E	RECURRING CHARGE PER MONTH		
					PER UNIT F	TOTAL G	
0001AA	Establish new CSA as follows: MAXIMUM LIMIT AUTHORIZATION Service Connection Charges and Other Non-Recurring Charges Breakdown of Nonrecurring Charges: Order Processing Charge \$28.00 Line Connection Charge \$51.50		2	\$400.00	\$0.00		
0002	USAFRO/CA 1251 W. Pratt St Suite FB Baltimore MD 21224-2600	BILL TO:	317th Recruiting Squadron/RSRF 1632 Colorado Avenue Andrews AFB MD 20331-6111				
0003AA	Measured Bus Line	IMB	2		\$13.34	\$26.68	
0003AB	Touch Tone	TTV	2		\$ N/C	\$ N/C	
0003AC	Federal Subscriber Chg	9ZR	2		\$5.25	\$10.50	
0003	USAFRO/CB 1003 North Point Blvd Baltimore MD 21224-3476	BILL TO:	Same as above				
0003AA	Measured Bus Line	IMB	1		\$13.34	\$13.34	
0003AB	Touch Tone	TTV	1		\$ N/C	\$ N/C	
0003AC	Federal Subscriber Chg	9ZR	1		\$5.25	\$5.25	
0003AD	Call Waiting	ESX	1		\$4.00	\$4.00	
0004	Intralata Toll Charges not to exceed per FISCAL YEAR				YEARLY TOTAL \$250.00		
9. AVAILABILITY OF SYSTEM FACILITIES/SUPPORTING STRUCTURES						10. DATE AVAILABLE:	
<input checked="" type="checkbox"/> EXISTING <input type="checkbox"/> PROGRAMMED							

AF FORM 1218, JUN 95 (EF-V2) (PerFORM PRO)

PREVIOUS EDITIONS ARE OBSOLETE.

Figure A2.1. Establishing a New CSA.

REQUIREMENTS DOCUMENTS NUMBER: 11. JUSTIFICATION AND REMARKS: This request is submitted for new recruiting offices in Baltimore, MD.					
TYPE NAME, GRADE, PHONE NO, AND TITLE OF REQUESTING OFFICER: EDDY R. BILLMAN, Lt Col, USAF, Commander				SIGNATURE:	
12. COORDINATION SECTION					
OFFICES	DATE	SIGNATURE	OFFICES	DATE	SIGNATURE
SQ/RSRL					
SQ/RSRF					
SQ/RSR					
13. SUBMIT BILLS TO: See Location of Services				FUNDS CERTIFICATION SIGNATURE:	
14. DISBURSING OFFICE: AFCW AFO-DE/FMFS, Bolling AFB, DC 20332-5260					
15. APPROVING AGENCY'S COMMENTS					
TO: (Include ZIP code)			FROM: (Include ZIP code)		
CHECK APPLICABLE BOX <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			DATE:		
REMARKS:					
DATE:		TYPE NAME, GRADE AND TITLE OF APPROVING OFFICER:		SIGNATURE:	

AF FORM 1218, JUN 95 (EF-V1)(REVERSE)

Figure A2.1. Continued.

REQUEST FOR COMMUNICATIONS SERVICE				DATE: 24 Aug 95		REQUEST NO: F01752350004	
TO: (Include ZIP Code) HQ AETC/SCYC 61 Main Circle, Suite 3 Randolph AFB, TX 78150-4545				FROM: (Name, Telephone No, Base or Organization; Include ZIP Code) 317th RCS/RSRL POC: SrA Addison 1632 Colorado Ave (301) 981-5407 Andrews AFB, MD 20331-6111			
INITIATING AGENCY'S PROCUREMENT DATA							
1. SERVICE BY: (Name and address of Commercial Company) C & P Telephone of MD (703) 974-2065				2. TYPE ACTION: Change		3. DCA/CSA REF NO: DCA200-92-H-0038/TF14	
4. TELEPHONE/BILL NO:						6. DATE SERVICES REQUESTED OR EFFECTIVE DATE: 25 Sep 95	
5. LOCATION OF SERVICES: (Describe System or Service) See Referenced CSA							
7. FUNDS CERTIFICATION: (Recurring and Nonrecurring for which balances are sufficient to cover cost and funds have been committed) 5753400 305 646V R619700 03 49252 503700							
8. SERVICES REQUESTED (List Items and estimated cost obtained from commercial company)							
ITEM A	DESCRIPTION B	USOC C	NUMBER D	NON-RECURRING CHARGE E	RECURRING CHARGE PER MONTH		
					PER UNIT F	TOTAL G	
0001AA	Increase Service Connection Charges from \$3000.00 to			\$3500.00			
0002AA	Measured Bus Line from 1 to	IMB	2		\$15.76	\$31.52	
	Delete						
0012	USAFRO/DB (301) 822-6620						
0016AB	Auxillary Line	ALZ	2		\$13.34	\$26.68	
	Add						
0005AD	Call Waiting	ESX	1		\$4.00	\$4.00	
9. AVAILABILITY OF SYSTEM FACILITIES/SUPPORTING STRUCTURES						10. DATE AVAILABLE:	
<input checked="" type="checkbox"/> EXISTING <input type="checkbox"/> PROGRAMMED							

AF FORM 1218, JUN 95 (EF-V2) (PerFORM PRO)

PREVIOUS EDITIONS ARE OBSOLETE.

Figure A2.2. Changing an Existing CSA

REQUIREMENTS DOCUMENTS NUMBER: 11. JUSTIFICATION AND REMARKS: Additional \$500.00 for installation needed for anticipated relocations. Downward directed requirements added one telephone line to USAFRO/DB. Call waiting is authorized IAW AETCI 33-101.					
TYPE NAME, GRADE, PHONE NO, AND TITLE OF REQUESTING OFFICER: EDDY R. BILLMAN, Lt Col, USAF, Commander				SIGNATURE:	
12. COORDINATION SECTION					
OFFICES	DATE	SIGNATURE	OFFICES	DATE	SIGNATURE
SQ/RSRL					
SQ/RSRF					
SQ/RSR					
13. SUBMIT BILLS TO:				FUNDS CERTIFICATION SIGNATURE:	
14. DISBURSING OFFICE: AFDW AFO-DE/FMFS Bolling AFB, DC 20332-5260					
15. APPROVING AGENCY'S COMMENTS					
TO: (Include ZIP code)			FROM: (Include ZIP code)		
CHECK APPLICABLE BOX <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			DATE:		
REMARKS:					
DATE:		TYPE NAME, GRADE AND TITLE OF APPROVING OFFICER:		SIGNATURE:	

AF FORM 1218, JUN 95 (EF-V2)(REVERSE)

Figure A2.2. Continued

SAMPLE DD FORM 1367, COMMERCIAL COMMUNICATION WORK ORDER

COMMERCIAL COMMUNICATION WORK ORDER			1. WORK ORDER NUMBER AETC-03-95		2. DATE OF REQUEST (YYMMDD) 950915	
3a. NAME OF COMPANY PROVIDING SERVICE (Will correspond with that shown on the MAX LIMIT CSA) New Telephone of MD			4a. NAME OF ORGANIZATION ISSUING WORK ORDER 317th RCS/RSRL			
b. ADDRESS (Street, City, State, Zip Code) 100 Main St Baltimore, MD 21224			b. ADDRESS (Street, City, State, Zip Code) 1632 Colorado Ave Andrews AFB, MD 20331-6111			
SERVICE LOCATION	5a. INSTALLATION NAME USAFRO/CA	c. Bldg. No.	6a. PERSON TO CONTACT (Last, First, M.I.) Boone, Karl M.			
	b. ADDRESS (City, State, Zip Code) 1251 W. Pratt St., Suite FB	d. Room No.	b. TITLE Recruiter		c. TELEPHONE NO. (804) 296-1658	
7. MAX LIMITS CSA NO.			8. CSA NUMBER DCA 200-95-H-0020/TF04			
9. PBX STATION NUMBER			10. DESIRED COMPLETION DATE (YYMMDD)			
11. DESCRIPTION OF SERVICE		NO. OF UNITS	UNIT COST	ESTIMATED CHARGES		
				MONTHLY	NON-RECURRING	
Install the following services:						
0002AA Measured Bus Line IMB		2	\$13.34	\$26.68		
0002AB Touch Tone TTV		2	N/C	N/C		
0002AC Fed Subscriber Chg 9ZR		2	\$5.25	\$10.50		
Installation Charges						
Order Processing Charge		1	\$28.00		\$28.00	
Line Connection Charge		2	\$51.50		\$103.00	
(Note: Instructions for filling out this form can be found on the back of the original DD Form 1367)						
TOTAL ESTIMATED CHARGES				\$27.18	\$131.00	
12a. NAME OF REQUESTING OFFICER (Last, First, M.I.) Addison, Robin A.			b. PAY GRADE E-4	c. SIGNATURE		
13. REMARKS If the point of contact cannot be reached, please contact SrA Addison at (301) 981-5407. Sgt Boone's office is scheduled to close in the next week. This installation is for his new location.						

HOW TO COMPLETE AETC FORM 1392 SUMMARY OF INSTALLED EQUIPMENT AND SERVICES

NOTE: This form may be handwritten or computer generated.

Name of Telephone Company: Self-explanatory.

CS Authorization Number/Date: Use the number and date assigned by the contracting officer.

Equipment/Services: Use telephone service codes and (or) the name of items from the telephone bill. If the bill reflects a monthly service charge, a list of individual services is required. For example, the monthly service charge may include business lines, touch-tone service, and wire maintenance charges. If the same type of service reflects different charges, individual charges may be listed with the quantity and an asterisk (*) may be placed in the "cost per unit" block.

Cost per Unit: List the current cost for each item. If an asterisk (*) is used in this block, place individual charges above the quantity of each item by office.

AFRO Designator: List the flight supervisor or office designator (for example, 17CA).

Quantity of Installed Equipment and Services: Identical items with different prices may be listed separately or under the same item if different costs are reflected in the quantity blocks and an asterisk (*) is placed in the "cost per unit" block.

Total Costs: Give the total cost per office. The total cost for all offices is required. This cost figure is used to track the monthly charges.

Total Quantity: Optional.

[illegible]

REPLACES ATC FORM 1392, SEP 87, WHICH IS OBSOLETE.

HOW TO COMPLETE AETC FORM 1393 TELEPHONE WORK ORDER LOG

Name of Telephone Company: Self-explanatory.

CS Authorization Number/Date: Self-explanatory.

Work Order No/Tariff Change: List work order numbers or identify changes (modifications for increases, tariff rate changes, etc.). Cite modifications by the amendment number (for example, P0001) because the CSA number is already referenced on this form.

Location: List office designator.

Description of Work: Use brief and concise descriptions.

Date Completed: Self-explanatory.

Nonrecurring Charge: This is a one-time installation charge.

NCR Balance: Restart each fiscal year. This is a cumulative balance.

[illegible]

AEETC FORM 1393, MAR 94

HOW TO COMPLETE AETC FORM 1308, VERIFICATION OF LONG DISTANCE TELEPHONE CALLS

Address of Recruiting Office: List addresses.

Billing Number: Self-explanatory.

Billing Period: This is reflected on the telephone bill.

Section I. Calls Exceeding Established Monetary Limits: List calls exceeding monetary limits to include the date, location, telephone number of the called party, and length and cost of the call (with justification).

Section II. Calls Made During the Local Hours of 2200 - 0500: Include the date, location, and telephone number of the called party with justification for the call.

Section III. Calls Determined Unofficial: Include the same information required in Section I.

Section IV. Certification: Self-explanatory.

VERIFICATION OF LONG DISTANCE TELEPHONE CALLS <small>(FOR RECRUITING ACTIVITIES)</small>		
ADDRESS OF RECRUITING OFFICE 1932 Arlington Blvd, Suite 4 Charlottesville, VA 22903-0750	BILLING NUMBER 804-296-1658	BILLING PERIOD (From/To) 1 Aug - 31 Aug 95
SECTION I. CALLS EXCEEDING ESTABLISHED LIMITS		
JUSTIFICATION <i>(Identify and justify each call on telephone bill which exceeds monetary limits)</i> 14 Aug 95, Richmond VA (804) 276-0291, 32 min, \$7.32, check on applicant previously denied enlistment.		
SECTION II. CALLS MADE DURING THE LOCAL HOURS OF 2200 - 0500		
JUSTIFICATION <i>(Identify and justify any call on telephone bill made during these times)</i> 2230, 8 Aug 95, Del Rio TX (210) 775-0338, checked with James Roberts, OTS applicant, to confirm 0800 inprocessing scheduled this morning. Unable to reach him earlier.		
SECTION III. CALLS DETERMINED UNOFFICIAL		
IDENTIFY CALLS DETERMINED UNOFFICIAL AND STATE ACTION TAKEN TO RECONCILE BILL 20 Aug 95, Wausau WI (715) 842-7329, 8 min, \$2.13, SSgt Campbell has forwarded payment to Accounting and Finance on 6 Sep 95.		
SECTION IV. CERTIFICATION		
I certify that a verification check has been performed on the attached toll portion of the telephone bill and payment is due in the amount of \$ _____ for _____ official calls. <div style="text-align: center; font-size: small;">(Total number)</div>		
DATE 20 Sep 95	TYPED OR PRINTED NAME OF ASSISTANT TCO JON A. CAYER, TSgt, USAF	SIGNATURE
DATE 21 Sep 95	TYPED OR PRINTED NAME OF TCO MICHAEL G. O'BRIEN, Capt, USAF Chief, Resource Management Branch	SIGNATURE

SAMPLE SF 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Department of the Air Force 317th Recruiting Squadron 1632 Colorado Ave Andrews AFB MD 20311-6111				DATE VOUCHER PREPARED		SCHEDULE NO.	
				CONTRACT NUMBER AND DATE			
				DCA200-95-H-0020/TF04, 15 Sep 95			
PAYEE'S NAME AND ADDRESS <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> New Telephone Company of MD 110 Main Street Baltimore, MD 21224-0000 </div>				REQUISITION NUMBER AND DATE		PAID BY	
				Bill Acct: (410) 547-7974			
				DATE INVOICE RECEIVED			
				DISCOUNT TERMS			
				PAYEE'S ACCOUNT NUMBER			
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NUMBER	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUAN- TITY	UNIT PRICE		AMOUNT <small>(1)</small>	
				COST	PER		
"Pursuant to Section 4 of the Act of 10 May 1939, I certify that the use of the telephone for the official long distance calls listed herein was necessary in the interest of the Government."	1 Oct- 31 Oct 1995	Official Telephone Service per attached bill dated: 1 Oct 95 Office: 17CA Local Service: \$27.18 Tolls: \$9.05				\$35.23	
TOTAL						\$35.23	
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)							
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR = \$	EXCHANGE RATE = \$1.00	DIFFERENCES			
		BY 2					
		TITLE		Amount verified; correct for		\$35.23	
		Telephone Control Officer		(Signature or initials)			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
<div style="display: flex; justify-content: space-between;"> _____ (Date) _____ (Authorized Certifying Officer) 2 _____ (Title) </div>							
ACCOUNTING CLASSIFICATION							
5763400 306 646V R619700 03 492 503700 5763400 306 646V R619700 03 495 503700							
PAID BY	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER ON (Name of bank)		
	CASH		DATE		PAYEE 3		
		\$					
1 When stated in foreign currency, insert name of currency. 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.				PER			
				TITLE			

Previous edition usable.

PRIVACY ACT STATEMENT

Designed using Perform Pro, WHS/DIOR, Jul 94

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

HOW TO COMPLETE AN FTS2000 SWITCHED VOICE SERVICE VIRTUAL ON-NET FORM

<i>Item(s)</i>	<i>Comments</i>
1 through 6	Leave blank. To be filled out by HQ AETC/SCYC.
6A	The RARN (related agency requisition number) is a customer-created tracking number for service requests. Air Force recruiting squadrons or AFROTC detachments may create an alphanumeric number with no special characters up to 16 characters.
7	Insert "Air Force Recruiting Service" or "AFRO TC."
8 and 9	Leave blank. To be filled out by HQ AFRS/RSSLL or AFROTC/SC.
10	Check either for a new order or disconnect to discontinue an existing service.
11	Enter the date (mm/dd/yy) local service is connected.
12	Fill in the detachment commander or recruiter's name, telephone number and office user's title (for example, AFROTC Det 7, 43ED)
13	For the same location, use the billing name, billing telephone number, and address shown on the local telephone company bill.
14	If long distance service (FTS2000) is needed on all telephone numbers at this location, check the "YES" block. If not, check the "NO" block.
15	List all commercial telephone numbers by area code and local telephone number that need FTS2000 service (long distance service).
16	Enter the logistics NCO's name and telephone number.
17	Enter the alternate logistics NCO's name and government telephone number.
18	Enter the physical address of the requested services.
19	Enter the estimated monthly usage in minutes for this service. GSA will use this information for cost estimation approval.
20	Enter additional comments or descriptions that may be needed for this request (for example, new office)

FTS2000
SWITCHED VOICE SERVICE
VIRTUAL ON-NET

DAR INFORMATION				AGENCY INFORMATION			
1	DATE:	6	ARN:				
	(MM/DD/YY)		(Agency Requisition Number - 16 Characters)				
2	DAR:	6A	RARN:				
	(Designated Agency Representative "DAR")		(Related Agency Requisition Number)				
3	SAC:	7	AGENCY:	<i>Air Force Recruiting Service</i>			
	(Service Approval Code - 6 Digits)		(Agency Requesting Service/Feature)				
4	PHONE:	8	AGENCY ID:				
	(DAR's Commercial Phone Number)		(Agency's Identification Number - 4 Digits)				
5	FAX:	9	ACCOUNT:				
	(DAR's Commercial Fax Number)		(Billing Hierarchy Code - 10 Characters)				
VIRTUAL ON-NET SERVICE REQUEST DESCRIPTION							
10	ORDER TYPE: (Check one) NEW <input checked="" type="checkbox"/> DISCONNECT <input type="checkbox"/>						
11	SERVICE REQUEST DATE: (MM/DD/YY) <i>10/15/95</i>						
12	IDENTIFY THE PRIMARY USER OF THE SERVICE						
	NAME: <i>SSgt Muir</i>		PHONE: <i>(319) 391-8918</i>		TITLE: <i>Recruiter</i>		
13	LOCAL PHONE SERVICE INFORMATION						
	BILLING NAME: <i>343 USAFRS/RSSL</i>			BILLING TELEPHONE NUMBER: <i>(319) 391-8918</i>			
14	VON SERVICE FOR ALL STATIONS ASSIGNED TO ABOVE BTN? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						
15	PSN PHONE:						
	NPA <i>319</i>	NXX <i>391</i>	XXXX <i>4899</i>	XXXX	NPA	NXX	XXXX
			Thru				Thru
			Thru				Thru
			Thru				Thru
16	LOCAL GOVERNMENT CONTRACT NAME: <i>MSgt Diane Griffin</i>						
	PHONE NUMBER: <i>(402) 731-9317</i>						
17	ALTERNATE LOCAL GOVERNMENT CONTACT NAME: <i>SSgt Alternate</i>						
	PHONE NUMBER: <i>(402) 731-9317</i>						
18	AGENCY ADDRESS						
	STREET: <i>8718 East Kimberly Rd</i>						
	BUILDING:		FLOOR:		ROOM:		
	CITY: <i>Davenport</i>		STATE: <i>IA</i>		ZIP: <i>52807</i>		
19	MONTHLY USAGE:						
20	REMARKS: <i>One additional NPS recruiter assigned. This number will be turned on 15 Oct 95. Request FTS2000 activation on the same day.</i>						

HOW TO COMPLETE AN FTS2000 CALLING CARD SERVICE REQUEST FORM

<i>Item(s)</i>	<i>Comments</i>
1 through 7	Leave blank. To be filled out by HQ AETC/SCYC.
8	Enter the squadron or detachment account number (10-digit alphanumeric code assigned by HQ AETC/SCYC).
9	Enter the estimated monthly usage in minutes for this service. Use increments of 30 minutes. If this is a request for disconnect, estimate the decrease in monthly usage.
10	Enter the date (mm/dd/yy) local service is connected. Allow 30 days to receive calling cards.
11a	Check the applicable block (new, activate, change, or disconnect) to discontinue an existing calling card service.
11b	Check this block if confirmation notice is needed.
11c	Check this block if completion notice is needed. Normally, receipt of calling card is confirmation.
12	Fill in the "No" block.
13	Enter "FTS2 ØØØONLY."
14	If applicable, complete for activating existing cards.
15 activate, change,	Leave blank for a new card. Enter the 10-digit card number to or disconnect an existing calling card.
16	Fill in the feature class of service (FCOS) with " Ø9." This will allow the availability of features and access privileges desired for present and future use.
17	Leave blank.
18	Enter the unit designator and applicable office symbol.

